

# Loan currency switching

For personal customers and corporate customers

## 1 Your account details

Please write clearly in the white spaces with capital letters or cross the boxes.

Name of customer(s) (or business name if applicable)

First customer

Second customer

Loan account number

 -         - L  

Contact telephone number

(      )

Email address

## 2 Your instructions

Existing currency

- |                                             |                                           |                                          |
|---------------------------------------------|-------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Australian Dollar  | <input type="checkbox"/> British Pound    | <input type="checkbox"/> Canadian Dollar |
| <input type="checkbox"/> Euro               | <input type="checkbox"/> Hong Kong Dollar | <input type="checkbox"/> Japanese Yen    |
| <input type="checkbox"/> New Zealand Dollar | <input type="checkbox"/> Singapore Dollar | <input type="checkbox"/> Swiss Francs    |
| <input type="checkbox"/> US Dollar          |                                           |                                          |

New currency

- |                                             |                                           |                                          |
|---------------------------------------------|-------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Australian Dollar  | <input type="checkbox"/> British Pound    | <input type="checkbox"/> Canadian Dollar |
| <input type="checkbox"/> Euro               | <input type="checkbox"/> Hong Kong Dollar | <input type="checkbox"/> Japanese Yen    |
| <input type="checkbox"/> New Zealand Dollar | <input type="checkbox"/> Singapore Dollar | <input type="checkbox"/> Swiss Francs    |
| <input type="checkbox"/> US Dollar          |                                           |                                          |

## 3 Your confirmation

I/We confirm that I/we have read and understood the Important Notice below and the instruction will be processed in accordance with the Banking Services terms and conditions.

Please print name

First customer

Please print name

Second customer

Your signature

Additional signature if required by your signing instructions held with the Bank

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  /   /    

## 4 Important notice

- You can switch either by phone or by returning the completed form. To avoid duplication, please select only one of the following options.
 

Option 1 - You can call the customer services team from 7 am to 4 pm UK time (GMT 0 / + 1 hour) on a business day\* Monday through Friday.

United Kingdom number (44) 01422 861098

\* "Business day" refers to and includes business days of UK and of the relevant account holding branch.

Option 2 - You can complete the form and return it to us by post at:

Lloyds Bank plc, IMS Customer Service, PO Box 3413, Sheffield, South Yorkshire, S4 7YB, United Kingdom
- Please complete one instruction for each loan.
- If you are changing the currency of your regular payments, please ensure you amend your payment beneficiary bank details accordingly. Details of all our accounts are available on our website - [www.lloydsbank.com.hk](http://www.lloydsbank.com.hk).
- Your instruction must be received at least three business days prior to your next repayment date. Faxed instructions received after 3 pm UK Time (GMT 0 / +1 hour) will be actioned the following business day.
- A switching confirmation will be issued by post upon completion of the transaction.
- The authorised currency options and number of free switches offered are stated in the relevant loan facility letters.
- Please note that the entire outstanding loan balance will be converted. Partial switching is not allowed.
- Once we have acted on your instruction to switch the entire loan balance outstanding, a foreign exchange contract is confirmed which cannot be cancelled or modified. We will not be responsible for any loss or cost that you may incur in association with reversing the foreign exchange transaction.
- If we are unable to proceed with the switch for any reason we will contact you.
- Where the signing instructions for your account require instructions to be given to us by more than one account holder/authorised signatory, please ensure that all necessary persons complete and sign Section 3 ('Your confirmation') above before returning this form to us.
- Please check with your loan facility letters for the authorised currency options offered. For prime/base rate loans - we will apply the prevailing rate in force at time of receipt of the instruction. For Cost of Fund/ Interbank Rate loans - we will apply the forward rate which is applicable to your next payment due date and which is in force at time of receipt of your instruction.